

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1,9422
CIV 2C 49B

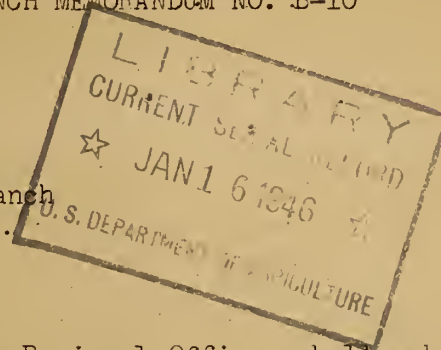
WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION
Washington 25, D. C.

Resume

October 12, 1944

CIVILIAN FOOD REQUIREMENTS BRANCH MEMORANDUM NO. B-10

To: Regional Directors
From: William C. Ockey, Chief
Civilian Food Requirements Branch
Subject: Direct Distribution Reports



General Regional Office Responsibility. Regional Offices shall submit to the Washington Office of the Civilian Food Requirements Branch monthly regional reports on Form FLA-541 (Revised), which will provide information on all WFA commodities received and distributed within the region during the month covered by the report and shall include the number of recipients by category receiving these commodities.

Distributing Agency Reports. Distributing Agencies shall prepare Form FLA-541 (Revised) and submit these reports to the District Representative. Instructions for the preparation of these reports by Distributing Agencies are contained in a separate memorandum.

District Office Reports. District Offices shall prepare a district summary report on Form FLA-541 (Revised), which shall be a consolidation of the reports prepared and submitted by the Distributing Agencies. Prior to the compilation of the district summary, reports submitted by the Distributing Agencies should be reviewed for any irregularities of distribution, variance from prescribed distribution rates, issuance of commodities to unauthorized groups, and any errors on the reports should be corrected. All matters requiring administrative action should be called to the attention of the proper authorities. (If it is more feasible to prepare the consolidated district reports in the Regional Office, the Regional Director may so specify. However, all Distributing Agency reports shall be reviewed by the District Representative before submission to the Regional Office.)

The District Office shall forward the original and one copy of the consolidated district report together with a copy of each of the reports submitted by the Distributing Agencies to the Regional Office to reach that office not later than the 10th of the month following the monthly period covered by the report.

State Reports. Where there are two or more districts within a State, the Regional Office shall summarize and compile a State Report on Form FLA-541 (Revised).

Regional Office Reports. The Regional Office shall prepare a regional summary on Form FIA-541 (Revised) from the consolidated district and State reports. The original of the Regional report and copies of the District and State reports shall be forwarded to the Civilian Food Requirements Branch, Office of Distribution, War Food Administration, Washington 25, D. C., not later than the 15th of the month following the monthly period covered by the report. One copy of each State report shall be submitted to the Regional Finance Office for use in program accounting.

All units shall be converted to pounds in compiling regional reports. A cross total column in units of pounds for lines 1 through 9 shall be entered on each regional report. These totals shall be placed in the column following the last commodity reported. Conversion factors to be used shall be those given in the table, "Conversion Factors and Weights and Measures for Agricultural Commodities and Their Products" Section B, December 1943. It shall be noted that this table is not to be used when actual net weights are available. Conversion factors for items not listed may be obtained by request from the Washington Office.

The Regional Office shall furnish the District Offices with a sufficient supply of Forms FIA-541 (Revised) to meet the requirements of the District Office and the Distributing Agencies within the district for the preparation of this report.